
Purchase Card Activation Steps

Please gather this information before you call: your 16-digit account number, mailing address, ZIP code, *the four digit numeric number designated by your Program Administrator* and your business telephone number.

-
1. From a touch-tone phone call
1-800-344-5696.
 2. Respond to each of the following prompts.
 3. "Welcome to Corporate Payment Systems Customer Service. Please enter your 16-digit account number"
 4. "Please enter the five-digit ZIP code of your mailing address."
 5. "To activate your account, press 1."
 6. "To activate your account, please key in the last four digits of your social security number" ***Enter the four-digit numeric number designated by Program Administrator rather than your social security number.***
 7. "Please enter your business telephone number, beginning with the area code."
 8. "Your account has been successfully activated. Thank you."

Note: If you are unable to enter all required information, you'll be transferred to a Customer Service Representative for personal assistance.